

Vince - pls  
see notes + att.  
Guidelines

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DHL  
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to D.O.  
Staff &  
Group Chk

12 January 1988

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MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

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SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 12 January 1988

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1. Events of Major Interest That Have Occurred During the  
Preceding Week:

[Redacted]

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c. Although the General Services Administration is still negotiating with [Redacted] owners regarding renovations, OL is coordinating the implementation of interim food service for the [Redacted] cafeteria until full renovations are complete. Plumbing and electrical work to accommodate temporary food services were completed on 12 January and a limited selection was initiated on 13 January by the Virginia Business Opportunities for the Blind, Inc. [Redacted]

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[Redacted]

[Redacted]

~~SECRET~~

NO DDA  
Report

S E C R E T

d. On 13 January, the first quarterly meeting of Comptroller, Office of Finance, Office of Information Technology and OL personnel responsible for the FY-88 yearend procedures met to review actions taken to improve the efficiency and effectiveness of the process. All actions agreed on have been taken. No new system problems were identified at this time.

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m. On 7 January, OL conducted a test of the Headquarters Compound emergency generation system to evaluate the system under extremely cold conditions. The test revealed a serious problem with the location of the general heater. Had an actual outage occurred, the 15-Minute Uninterruptible Power System could not have sustained the power to the computer centers and all centers may have crashed. As an immediate fix, dip-stick heaters for the starter diesel crankcase and additional batteries were procured and retrofitted on the generators. Until the corrective action could be implemented, three generators were run continuously to provide minimum power to the computer centers while the dip-stick heaters and heavy-duty batteries were being installed. OL is evaluating the relocation of the existing enclosure heaters to optimize heating of the engines and batteries. Troubleshooting and evaluating the emergency generator system will continue as a priority need. [REDACTED]

n. In anticipation of the 8 January snow storm, the OL Motor Pool implemented its snow emergency plan at the close of business 7 January and was able to meet all of the transportation requirements the following day. Seven couriers reported to work on 8 January and made essential deliveries and pickups to the Departments of State, Treasury, the Executive Office Building and to the Pentagon. [REDACTED]

o. Press work on the Personnel History Statement (PHS) for Agency recruitment was completed by the Printing and

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25X1 Photography Division, OL, on 6 January. Due to labor-intensive  
25X1 binding requirements, the first [ ] copies of the PHS are  
25X1 scheduled to be disseminated by 18 January; the remaining [ ]  
copies are scheduled to be completed by 16 February. [ ]

25X1 p. OL gave a phone authorization to Ford Aerospace of  
Hanover, Maryland, to proceed with \$1 million worth of lead  
hardware procurement for the Inter-Building Communications Center  
segment contract for the Office of Information Technology, New  
Building Communications Project Division. This authorization will  
facilitate timely occupancy of the New Headquarters Building. [ ]

2. Significant Events Anticipated During the Coming Week:

25X1 On 14 and 15 January, the Directors of Logistics, Finance,  
and Information Technology will travel to Boston, Massachusetts, to  
visit with senior representatives from Cullinet Software  
Corporation. The purpose of this visit is to discuss software  
deliveries, schedules, and commitments in regards to the Commercial  
Logistics Applications System. [ ]

*JM* John M. Ray

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